



Manager's Report

for Council Meeting of August 9, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Comfort Catering
Dawgz Gone Good, Inc.
Deborah C. Welch, PLC
Homewreckers, LC
Kaboom, Inc.
McGowan Potography
Pirouettes Dance Supply
SKD Designs
The Bennett Agency
TMC Electric

HUMAN RESOURCES

New hires and terminations for the period of July 19 to August 1, 2005

New Hires

Barbara P. Beach
Gitta Gonzalez
Tanya Lyons
Annie McDonald

Position

Town Attorney
Front Desk Recep. (RPT)
Admin. Assoc. I
Sr. Planner(Historic Prev.)

Department

Town Attorney
HR
P & Z
P & Z

Transfer

Jay Matula

Rec. Prog. Supv.

Parks & Rec.

Separations

Phyllis Ford

Library Specialist

Library

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JULY 19, 2005 – AUGUST 1, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Morningside Bus Stop (Harrison Street)	Capital Improvement Plan	1 st	
Fairview Subdivision, Block C, Lots 7-10 & 31-37 TLBV-2004-0001	Boundary Line Vacation Plat	1 st	Proposal to adjust a boundary line between two single-family residential lots.
Henderson Property (115 Prince Street) TLPS-2005-0001	Sketch Plan	4 th	Proposal to subdivide 2 existing lots into 5-6 single family residential dwelling lots and public street.
Stratford Ryland, Landbay C (Townhouses)	Correction Plat	1 st	Correcting improperly labeled property boundary line.
Leesburg Veterinary Specialist (Carlton Subdivision, Lots 1 & 2) (100-200 block of Fort Evans Road) TLPF-2005-0005	Preliminary/Final Development Plan	1 st	Proposal to construct an 18,300 square foot building for a veterinary clinic.
Leesburg Commerce Center [Previously Bradshaw Plaza] (Carlton Subdivision, Lots 3, 4 and 5) (100-200 block of Fort Evans Road) TLPF-2005-0006	Preliminary/Final Development Plan	1 st	Proposal to construct 91,816 square feet of office and retail uses in 2 three-story buildings on 5.4 acres.
Fort Evans Road Improvements	Capital Improvement Plan	3 rd	Proposal to provide curb, gutter, sidewalk and storm drainage improvements on a section of Fort Evans Road.
ECHO/Lawson Road Industrial Park (0-100 block of Lawson Road) TLPF-2004-0017	Preliminary/Final Development Plan	3 rd	Proposal to construct 258,500 square feet of warehouse buildings (2) and related infrastructure.
B & M Motorcars TLSE-2005-0018	Special Exception	2 nd	Proposal to construct a 4,152 square foot building for vehicles sales and rental use.
Potomac Crossing Church of Latter- Day Saints (Corner of Balls Bluff Road and Battlefield Parkway) TLPF-2004-0022	Preliminary/Final Development Plan	2 nd	Proposal to construct a 16, 000 square foot church and related infrastructure.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JULY 19, 2005 – AUGUST 1, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Exeter Neighborhood Center TLPF-2004-0001/DP 89-02 (At the northwest corner of the intersection of Battlefield Parkway and the Leesburg Bypass)	Preliminary/Final Development Plan	7 th	Proposal to construct a 40,000 square foot retail center.
Exeter Neighborhood Center TLES-2005-0016 (At the northwest corner of the intersection of Battlefield Parkway and the Leesburg Bypass)	Easement Plat	1 st	Proposal to create easements in conjunction with the construction of a 40,000 square foot retail center.

PLANS APPROVED OR RECORDED DURING THE PERIOD OF: JULY 19, 2005 – AUGUST 1, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Turner Wilson (100 block Lawson Road, SE) TLCS-2005-0001	Preliminary Subdivision Plat	2 nd	Conditionally Approved by the Planning Commission.
Turner Wilson (100 block Lawson Road, SE) TLRD-2005-0006			
Loudoun County High School Building Addition & Bus Loop Expansion TLPF-2005-0003 (At the northwest corner of the intersection of Dry Mill Road and Catocin Circle)			

PLANS ON PLAN REVIEW LIST FOR REVIEW DURING THE PERIOD OF: JULY 19, 2005 – AUGUST 1, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
ECHO/Lawson Road Industrial Park, Parcel 1B TLPF-2004-0017	Preliminary/Final Development Plan	3 rd	Proposal to construct 258,500 square feet of buildings for warehouse use.
Potomac Crossing, Church of Latter Day Saints TLPF-2004-0022	Preliminary/Final Development Plan	2 nd	Proposal to construct a 16,000 square foot church and related infrastructure.
Potomac Crossing, Church of Latter Day Saints (4302-ESMT) TLES-2005-0014	Easement Plat	1 st	Proposal to create various easements in conjunction with the proposal to construct a 16,000 square foot church and related infrastructure.
Bernard Carlton Subdivision, Lots 1-2 (Leesburg Veterinary Specialists) TLPF-2005-0005	Preliminary/Final Development Plan	1 st	Proposal to construct a 18,300 square foot building for a veterinary clinic.
Bernard Carlton Subdivision, Lots 3-4 (Leesburg Commerce Center) TLPF-2005-0006	Preliminary/Final Development Plan	1 st	Proposal to construct a 91,816 square foot of office and retail uses in two 3-story buildings.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

609 Potomac Station Drive, NE. Bldg G – Potomac Station Best Buy - \$200,000

617 Potomac Station Drive, NE. Bldg F - Potomac Station Retail – \$100,000

25 Adams Drive NE. - Community Center - \$250,000

Occupancy Permits Issued Residential

Potomac Crossing Section, 10 – 5SFA

Stowers, Section 3 - 5 SFD

Hawks View Glen - 7 SFA

Occupancy Permits Issued Commercial

None

SPECIAL EXCEPTIONS: 16 ACTIVE, AND 1 UNDER ACCEPTANCE REVIEW

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments were sent to the applicant on January 31, 2005. Second submittal review comments were sent to applicant on May 20, 2005. A public hearing before the Planning Commission was held on June 16, 2005 and on July 7, 2005 the Commission recommended approval with conditions by a vote of 5-0. The Town Council public hearing is scheduled for August 9, 2005.
2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
4. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The Commission advised the applicant to revise the application for resubmission and a revised application was submitted on June 14, 2005. The second Planning Commission public hearing is scheduled for August 4, 2005. This application will track behind the rezoning application.
5. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The Commission advised the applicant to revise the application for resubmission and a revised application was submitted on June 14, 2005. The second Planning Commission public hearing is scheduled for August 4, 2005. This application will track behind the rezoning application.
6. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant, Centex Homes, requests a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. The staff comments were issued on July 28, 2004 and the second

submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. The Commission advised the applicant to revise the application for resubmission and a revised application was submitted on June 14, 2005. The second Planning Commission public hearing is scheduled for August 4, 2005. This application will track behind the rezoning application.

7. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. Second submission plans were received on January 28, 2005. Second submission referral comments were forwarded to the applicant on March 14, 2005. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the applicant had the proper owner's authorization on the application, and whether the current owner agrees to permit the application to continue.

8. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

9. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 at its regular meeting on June 2, 2005 the Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

10. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. The Planning Commission public hearing was held

on May 19, 2005 and at its regular meeting on June 2, 2005 the Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

11. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

12. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

13. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

14. TLSE-2004-0030 Cornerstone Chapel Daycare. Located at 742 Miller Drive. SE. The applicant, trustees of the Cornerstone Chapel, seek to expand existing Special Exceptions 97-01 and 97-08 pursuant to Section 3.4 of the Town of Leesburg Zoning Ordinance to add 3,600 square feet classroom space to the existing structure. First submittal comments were due March 21, 2005 and comments were sent to the applicant on April 28, 2005. Second submission items were received from applicant on May 17 and May 27 and referral comments are due June 24, 2005. A public hearing before the Planning Commission was held July 7, 2005 and at that meeting the Commission recommended approval with conditions by a vote of 5-0. The Town Council public hearing is scheduled for August 9, 2005.

15. TLSE-2005-0003 PetsMart Veterinary Hospital. Located in the Leesburg Plaza Shopping Center at the old K-Mart site, applicant Petsmart, Inc. seeks to obtain special exception approval for a 2,000 sq. foot veterinary hospital within a Petsmart retail store. The application was accepted for review on April 15, 2005. First submittal review comments are due on May 18, 2005. First submittal review comments were sent to applicant on May 19, 2005. Second submission comments were received June 20, 2005 and referral comments were due July 11, 2005. A public hearing is scheduled before the Planning Commission for September 1, 2005.

16. TLSE-2005-0002 B&M Motor Cars: Located in the Leesburg Park Shopping Center, the applicant, Vasily Mulyar, seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and outdoor vehicle sales area. The application was accepted for review on March 15, 2005. The second submission was received on May 31, 2005, the second submission referral comments were forwarded to the applicant on July 6, 2005 and a third submission was received on August 2, 2005. A Planning Commission public hearing date will be set for either September 1 or 15.

17. TLSE-2005-0005 The Good Shepherd Alliance: Located at 37 Sycolin Road, SE seeks to obtain special exception approval to convert existing office use to a homeless warming center approximately 1,285 square feet in size. The application was submitted for acceptance review and was rejected.

REZONINGS: 6 ACTIVE

1. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission reviews were forwarded to the applicant on August 3, 2004. Staff is currently waiting for plans to be resubmitted. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

2. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, and staff is currently waiting for plans to be resubmitted. The applicant had indicated a target date of November 15, 2004 for submission of revised plans. The second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. The Planning Commission public hearing was held on March 17, 2005. A special work session was held on March 28, 2005 to continue review. Revised plans were received on June 14, 2005 and referral comments are due July 15, 2005. The second Planning Commission public hearing was held on August 4, 2005.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the

property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were due July 29, 2005.

4. TLZM-2004-0007 Cornerstone Chapel Daycare. Located at 742 Miller Drive. SE. The applicant, trustees of the Cornerstone Chapel, seek to amend Proffer #10 of #ZM-58 Richlynn Development, Inc. to reduce a 25-foot side and rear setback to 20 feet in order to permit Cornerstone Chapel to build add 3,600 square feet of classroom space to an existing building. First submittal comments were due March 21, 2005. Comments were sent to the applicant on April 28, 2005. Second submission items were received from the applicant on May 17 and May 27 and referral comments are due June 24, 2005. A public hearing before the Planning Commission was held July 7, 2005 and at that meeting the Commission recommended approval with conditions by a vote of 5-0. The Town Council public hearing is scheduled for August 9, 2005.

5. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 multi-family units with 90 units in the two-over-two configuration that resembles townhouses. And the remaining units located in a vertical mix above the office and retail use, and 74,890 square feet of retail and office space. First review comments were due April 15, 2005. First review comments were sent to the applicant for response on May 5, 2005. A second submittal was received and the second submittal referral comments are due August 24, 2005

6. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise the transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and rejected.

TOWN PLAN AMENDMENTS: 2 ACTIVE

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4,

2004. Staff review comments were forwarded to the applicant on December 21, 2004. On February 11, 2005 VDOT issued a letter approving the redesign at the interchange to a modified diamond. Revised plans were received on February 28, 2005. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments are due July 29, 2005. The Town Council authorized separating the transportation element amendment to accelerate its review. The Town Council public hearing was held July 26, 2005 and a vote is expected on August 9, 2005.

ZONING ORDINANCE AMENDMENTS:

ZOAM-2005-0001 Noise Limitations. Council initiated amendments to the Zoning Ordinance at the January 11, 2005 meeting under Resolution No. 2005-07. A public hearing before the Planning Commission was held on June 16, 2005 and at that meeting the Commission recommended approval by a vote of 5-0. The Town Council public hearing is scheduled for August 9, 2005.

BOARD OF ZONING APPEALS CASES

None at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

The next regularly scheduled BAR meeting is August 15, 2005 at 7:30 p.m. A total of 12 cases will be on the agenda for consideration.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 12 Public Facility Permits were issued totaling \$140,756.
- 15 work orders were issued for meter sets.
- 11 requests for occupancy inspection were issued.

Capital Projects Update:

- During this period, 11 plans were received and reviewed with one request received for water and sewer system computer modeling.
- Staff attended several meetings with developers regarding proposed development plans.
- Staff and the engineer are proceeding with preparation of the special exception application for two elevated storage tanks, one of which would be located within the town limits.
- An RFP was released last week for design of the water storage tanks proposed for the Carr site and Bolen Park.
- Site work and grading are continuing on the Utility Lines Maintenance Building

UTILITY LINES DIVISION**Routine Items Include:**

- Turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots

- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- sanitary sewer cleaning in SW 6
- assisted WPCF staff in cleaning pump stations and cleaning clear well #2 at the sewer plant.

Summary Programs

- Performed complete maintenance on 75 fire hydrants.
- 18 new connections to the town utility system
- 1 water leak repairs
- 717 requests to locate utilities

TOWN OF LEESBURG

Full-time vacancies as of August 1, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
OCPM	1	Admin. Assoc. II	7/1/05	√	√				
Eng & PW	1	Chief of Engineering	11/30/04	√	√	√	√	√	√
	1	Traffic Tech	6/6/05	√	√				
	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	1	Maint. Worker. I (Streets)	7/22/05	√	√				
	1	Maint. Worker I (Buildings)	7/28/05						
Executive	1	Town Attorney	4/30/05	√	√	√	√	√	√
	1	Mngmt. Specialist	7/1/05	√	√				
	1	Exec. Associate I	7/8/05	√	√				
Human Resources	1	HR Director	6/30/05	√					
PZ&D	1	Sr. Planner (Historic Preserv)	1/11/05	√ readvertised	√	√	√	√	√
	1	Planner	3/18/05	√	√	√	√		
	1	Admin. Associate I	6/20/05	Internal recruiting/ Pilot Program	√	√	√	√	√
P&R	1	Maintenance Supvr./ Recreation Facilities	5/26/05	√	√	√	√	√	√
	1	Recreation Program Supervisor	6/27/05	√	√	√	√	√	√
	1	Custodian	7/5/05	√					
	1	Front Desk Supervisor	7/29/05	√					
Police	1	Police Records Asst.	2/24/05	√	√	√	√		*To be re-advertised
	5	Police Officer I*	4/7/05	√	√				
	1	Crime Scene Specialist	7/1/05	√	√				
	1	Admin. Services Coordinator	7/1/05	√	√				
Utility Lines	1	Office Associate I	5/6/05	√	√	√	√	√	√
Total	26								

*Please not that the Police Dept. has hired three new officers. There are still two open positions plus three additional positions that have been approved in the FY06 Budget.

John A. Wells